

# Chief Executive Office

## CAREER TRANSFER OPPORTUNITY



**RESTRICTED TO PERMANENT EMPLOYEES OF LOS ANGELES COUNTY**

### **PROGRAM SPECIALIST I, CEO**

(Immediate opening in the Children and Families' Well-Being Cluster/  
Service Integration Branch/Office of Child Care)

The Chief Executive Office Children and Families' Well-Being (CFWB) Cluster is seeking a highly motivated and well-qualified individual for the position of Program Specialist I, CEO in the Service Integration Branch (SIB) – Office of Child Care (OCC). SIB/OCC is currently administering an innovative child care quality rating and improvement system and is in need of a highly skilled and motivated professional. This is an opportunity to join a team that is collaborative, hard-working, and focused on providing a range of high quality services. The successful candidate will report directly to the Program Manager, Office of Child Care.

#### **Duties and Responsibilities:**

- Serve as a technical assistant for a cohort of child care quality rating and improvement program participants.
- Track the progress of participating programs including submission of applications, schedule of observations by UCLA – Center for Improving Child Care Quality and resulting rating scores, submission of child care quality improvement grant applications, training participation, and enrollment of appropriate staff in the Child Care Registry.
- Manage and analyze various types of data, including by not limited to participation in program improvement and professional development activities, coaching services, and quality rating scores.
- Assist the Program Manager in developing performance standards for consultants.
- Assist the Program Manager as needed in researching both programmatic and administrative practices.
- Be up to date with current child care quality rating and improvement practices in California and the country.
- Contribute to status and trend reports as needed.
- Represent the Office of Child Care in community, partner and funder sponsored meetings.
- Contribute to team and office meetings as required.
- Support team and Office of Child Care efforts.

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# Chief Executive Office – Career Transfer Opportunity

Program Specialist I, CEO

Page 2 of 2

## Desirable Experience:

- Compiling and analyzing data.
- Working with a range of partner organizations and the public.
- Working both independently and as a member of a team.
- Maintaining a positive attitude while working in a fast-paced environment.
- Experience with Microsoft Word, Excel, PowerPoint, and Outlook.
- Communicating with a variety of audiences both verbally and in writing.
- Knowledge of child development sector and/or training strategies for adult learners.

## Position Requirements:

Must currently hold the payroll title of Program Specialist I, CEO or a similar classification with the same level and breadth of experience, scope of responsibility, and salary schedule.

## Who to Contact:

Interested individuals should submit a resumé detailing relevant experience and education, attendance records from the last two years and copies of the last two performance evaluations. Materials should be received no later than **Tuesday, September 23, 2014** and sent to:

Chief Executive Office  
Human Resources Section  
Attention: Kimberly Arias  
500 West Temple Street, Room 785  
Los Angeles, CA 90012  
[karias@ceo.lacounty.gov](mailto:karias@ceo.lacounty.gov)

Resumes will be reviewed and **only** the most qualified candidates will be called for an interview.

***THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION***